

RECORDS RETENTION SCHEDULE

RC-50, Revised 12/95

Return to Public Records Administrator



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

FOR OFFICE USE ONLY
Retention Schedule # 98-54

This schedule is ☐ original; ☒ revised

If revised, enter previous retention schedule number here: # 90-1-1

Page 1 of 10

Agency <u>Environmental Protection</u>	Address <u>79 Elm Street</u>
Division or Unit <u>Pesticide Management -- Bradford Robinson</u>	<u>Hartford, CT 06106</u>

(Number consecutively)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
1.	Take home examination answer sheets from pesticide recertification workshops	6 years after receipt		
2.	Pesticide licensing ledger books - records of license and application fees paid.	3 years or until audited, whichever is later		
3.	Pesticide registration ledger books - records of registration fees paid.	3 years or until audited, whichever is later		
4.	One time pesticide permits for non-certified applicators to use restricted use pesticides.	3 years from date of issue		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist) <u>Mark H. Jones</u>	Date 5/20/98	Approved (Public Records Administrator) <u>James B. Driscoll</u>	Effective Date of Schedule MAY 21 1998

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Retention Schedule 78-5-4This schedule is ☐ original; ☒ revisedIf revised, enter previous retention schedule number here: # 90-1-1Page 2 of 10 p.

Agency Environmental Protection	Address 79 Elm Street
Division or Unit Pesticide Management - Bradford Robinson	Hartford, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
5.	Record of Golf Course fees paid under 22a-54a	3 years or until audited.		
6.	Results of laboratory analysis of pesticides purchased by DEP from retailers	3 years after analysis		
7.	Notices of Violation of pesticide laws by applicators	permanent		
8.	Permits for aquatic application of pesticides	5 yrs. from issue		
9.	Permits for the aerial application of pesticides	5 yrs. from issue		
10.	Reports of inspection of retail pesticide market- places	5 yrs after inspection		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist) <i>Mark H. Jones</i>	Date 5/21/98	Approved (Public Records Administrator) <i>James A. O'Brien</i>	Effective Date of Schedule MAY 21 1998

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Agency Environmental Protection	Address 79 Elm Street
Division or Unit Pesticide Management - Bradford Robinson	Hartford, CT 06106

(Number consecutively)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
11.	Notices of Violation to retailers, distributors and registrants (manufacturers) on pesticide registration status	5 yrs from issue		
12.	Complaints of pesticide misuse	5 yrs		
13.	Technical information for pesticide registration	permanent/archival		
14.	Pesticide operator licensing exam answer sheets and exam applications - passing grade	5 yrs after test date		
15.	Pesticide supervisor licensing exam answer sheets and exam applications - passing grade	5 yrs after test date		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist) <i>Charles H. Jones</i>	Date 5/21/98	Approved (Public Records Administrator) <i>James B. Jones</i>	Effective Date of Schedule MAY 21 1998

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Agency Environmental Protection
Division or Unit Pesticide Management - Bradford Robinson

Address 79 Elm Street
Hartford, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
16.	Pesticide private applicator (farmer) exam answer sheets and applications for exams	5 yrs after test date		
17.	Pesticide licensing exam answer sheets and applications for exams (all categories) - failing grade	2 yrs after test date		
18.	a.) Pesticide registration forms-lists registered pesticides.	permanent		
	b.) Labels from registered pesticides submitted with forms.	5 yrs after expiration		
19.	Restricted pesticide dealer licenses	2 yrs after expiration		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RMLO <u>Victoria N. Wentworth</u>	Title <u>Agency RMLO</u>	Date <u>5/14/98</u>
Approved (State Archivist) <u>Mark H. Jones</u>	Date <u>5/21/98</u>	Approved (Public Records Administrator) <u>Randy B. DePue</u>	Effective Date of Schedule <u>MAY 21 1998</u>

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Agency <u>Environmental Protection</u>	Address <u>79 Elm Street</u>
Division or Unit <u>Pesticide Management - Bradford Robinson</u>	<u>Hartford, CT 06106</u>

(Number consecutively)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
20.	Sales records of restricted use pesticides from registered dealers	permanent		
21.	Special pesticide registration allowed under federal legislation	permanent		
22.	Hearing records - pesticide enforcement misuse or other applicator violations	permanent		
23.	Hearing records - pesticide cancellation, re-classification, variances from regulations	permanent,		
24.	Hearing records for pesticide regulation adoption	permanent/ archival		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RMLO <u>Victoria N. Wentworth</u>	Title <u>Agency RMLO</u>	Date <u>5/14/98</u>
Approved (State Archivist) <u>Mark H. Jones</u>	Date <u>5/21/98</u>	Approved (Public Records Administrator) <u>[Signature]</u>	Effective Date of Schedule <u>MAY 21 1998</u>

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Agency Environmental Protection
Division or Unit Pesticide Management - Bradford Robinson

Address 79 Elm Street
Hartford, CT 06106

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		Office	Records Center or approved off-site facility ²	
25.	Reports by Department of inspection of pesticide applicators, manufacturers, or dealers	5 years		
26.	Minutes of meetings of Commissioner's pesticide advisory council	permanent/ archival		
27.	Applications for pesticide application business registrations	5 years from expiration		
28.	Records of restricted pesticide as submitted by private applicators (farmers)	permanent		
29.	Private applicator (farmer) pesticide certificate copies. Issued under 22a-54	2 years after lapsing		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RML0 Victoria N. Wentworth	Title Agency RML0	Date 5/14/98
Approved (State Archivist) <u>Mark H. Jones</u>	Date 5/21/98	Approved (Public Records Administrator) <u>James B. Orsini</u>	Effective Date of Schedule MAY 21 1998

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Agency <u>Environmental Protection</u>	Address <u>79 Elm Street</u>
Division or Unit <u>Pesticide Management - Bradford Robinson</u>	<u>Hartford, CT 06106</u>

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		Office	Records Center or approved off-site facility ²	
<u>30.</u>	<u>Records of credits qualifying pesticide applicators for recertification</u>	<u>until certificate is renewed or 1 yr after it expires if not renewed</u>		
<u>31.</u>	<u>Commercial supervisory pesticide certificate copies</u>	<u>2 years after lapsing</u>		
<u>32.</u>	<u>Commercial operator pesticide certificate copies</u>	<u>2 yrs after lapsing</u>		
<u>33.</u>	<u>Records of pesticide use submitted by commercial applicators</u>	<u>permanent</u>		
<u>34.</u>	<u>Copies of receipts given to examinees for test fees - given on request only - no audit value</u>	<u>no retention</u>		

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Approved (State Archivist) <u>Mark H. Jones</u>	Date <u>5/21/98</u>	Approved (Public Records Administrator) <u>James B. O'Sullivan</u>	Effective Date of Schedule <u>MAY 21 1998</u>

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Agency Environmental Protection	Address 79 Elm Street
Division or Unit Pesticide Management - Bradford Robinson	Hartford, CT 06106

(Number consecutively)	RECORD SERIES' TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
35.	Attendance forms from continuing education courses given by DEP or others to qualify applicators for recertification	Until certificate is renewed or 1 yr after cert. lapses if not renewed		
36.	Pesticide business registration certificates	2 yrs after lapsing		
37.	Attendance rosters submitted by provider from continuing education courses	6 yrs		
38.	Letters from DEP to continuing education course sponsor approving course and indicating number of credits for attendees	6 yrs		

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Approved (State Archivist) <i>Mark H. Jones</i>	Date 5/21/98	Approved (Public Records Administrator) <i>James B. D. Price</i>	Effective Date of Schedule MAY 21 1998

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Agency <u>Environmental Protection</u>	Address <u>79 Elm Street</u>
Division or Unit <u>Pesticide Management - Bradford Robinson</u>	<u>Hartford, CT 06106</u>

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		Office	Records Center or approved off-site facility ²	
39.	Enforcement actions: Dept. orders, including consent orders, referrals to the Attorney General, State's Attorney, or to the US EPA for violation of pesticide laws	permanent/archival		
40.	Pesticide dealer exam answer sheets (passing or failing grade)	2 yrs after exam		
41.	Monthly DEP summaries by the Department of inspections conducted by Pesticide Program Staff	5 yrs		
42.	Pesticide certificate renewal application forms (all categories)	1 yr after certificate is renewed		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RMLO Victoria N. Wentworth	Title Agency RMLO	Date 5/14/98
Approved (State Archivist) <u>Mark H. Jones</u>	Date 5/25/98	Approved (Public Records Administrator) <u>James B. O'Brien</u>	Effective Date of Schedule MAY 21 1998

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Agency <u>Environmental Protection</u>	Address <u>79 Elm Street</u>
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		Office	Records Center or approved off-site facility ²	
<u>43</u>	<u>Notes made by DEP inspection staff in the field.</u>	<u>Field notes</u>		
	<u>Field inspections are made in connection with</u>	<u>shall be retained</u>	<u>for as</u>	
	<u>safety problems, review of license activities, long as the formal</u>			
	<u>citizen complaints, suspicion of environmental</u>	<u>reports into which</u>		
	<u>law violations and other regulatory</u>	<u>they are</u>		
	<u>responsibilities.</u>	<u>incorporated are</u>		
		<u>retained.</u>		

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Approved (Agency Records Management Liaison Officer) <u>Victoria N. Wentworth</u>	Typed Name of RMLO <u>Victoria N. Wentworth</u>	Title <u>Agency RMLO</u>	Date <u>5/14/98</u>
Approved (State Archivist) <u>Mark H. Jones</u>	Date <u>5/21/98</u>	Approved (Public Records Administrator) <u>David B. Smith</u>	Effective Date of Schedule <u>MAY 21 1998</u>

RECORDS RETENTION SCHEDULE

RC-50 issued 5/1999
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Retention Schedule # 98-5 (A)
98-54(A)

Agency: Dept. of Environmental Protection	Address: 79 Elm St., Hartford, CT 06106
Division or Unit: Waste Management - Pesticides	

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If revised, enter previous retention schedule
number here: # 98-5-4 Addendum
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Revision of 85-3-13
85-3-16

ITEM NUMBER (i.e. S1-065)	RECORD SERIES ¹ TITLE	APPROVED RETENTION PERIOD		ARCHIVAL DESIGNATION (to be filled in by State Archivist)
		Office	Records Center or approved off-site facility ²	
44).	Reports of Adverse Effects - submitted by companies that make or market pesticides - reports from people who think a product has affected them (generally not verified)	1 year following date of receipt		
45).	Arborist fee ledger sheets	3 years or until audited, whichever is later		
46).	Arborist examination answer sheets and exam applications - passing grade	6 years after test date		
47).	Arborist examination answer sheets and exam applications - failing grade	2 years after test date		
48).	Arborist Master examinations and keys	5 years after test date		
49).	Arborist Recertification documents	Until license is renewed		
50).	Arborist, tree care operators original and renewal licenses	6 years after expiration		

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Approved (Agency Records Management Liaison Officer) <i>Victoria N. Wentworth</i>	Typed Name of RMLO: <i>Victoria N. Wentworth</i>	Title: <i>Agency RMLO</i>	Date: <i>1 1 7 103</i>
Approved (State Archivist) <i>Mark H. Jones</i>	Date: <i>1 1 9 103</i>	Approved (Public Records Administrator) <i>James L. Brown</i>	Effective Date of Schedule: <i>1 1 9 103</i>

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RC-50 REV. 7-83

(1) PAGE 1 of 1

(2) DATE 4/28/93

(12) AGENCY APPROVAL

SIGNATURE

☒ APPROVED

APPROVED (Public Records Administrator)

DATE _____

TE 5/7/93